

## **INSTRUCTIONS FOR RE-APPLICATION FOR THE CPA EXAM**

You must apply, and be accepted by the Board, to sit for the CPA examination offered in November of each year. Acceptance for one exam does not automatically ensure your acceptance into subsequent exams. Please contact this office at least two months prior to the exam to request the re-application form if one has not been sent to you.

Please use the checklist below before submitting your re-application materials to us. Re-applications can be denied if all required documentation is not submitted.

### **APPLICATION MATERIALS CHECK LIST**

The following must be received by September 1<sup>st</sup> for the November exam.

- \_\_\_\_\_ **Formal re-application form, complete and notarized**
- \_\_\_\_\_ **Two 2" x 2" passport photos**
- \_\_\_\_\_ **THE FEE OF: \$250.00 FOR RE-EXAMINATION OF ALL 4 PARTS  
\$120.00 FOR RE-EXAMINATION OF 2 PARTS, and  
\$100.00 FOR RE-EXAMINATION OF 1 PART**

**WITHDRAWAL FROM THE EXAM** MUST BE IN WRITING BEFORE OCTOBER 1<sup>st</sup> FOR THE NOVEMBER EXAM. IF THE BOARD RECEIVES YOUR REQUEST ON OR BEFORE THE ABOVE DATE, YOUR FEE WILL BE REFUNDED OR DEFERRED. CANDIDATES WHO WITHDRAW AFTER THE OCTOBER 1<sup>ST</sup> DEADLINE WILL LOSE THEIR FEE UNLESS IT IS A CASE OF UNDUE HARDSHIP, WHICH REQUIRES BOARD APPROVAL. ALL REQUESTS FOR WITHDRAWAL MUST BE IN WRITING. YOU MAY FAX THEM TO THIS OFFICE AT 603-271-8702.

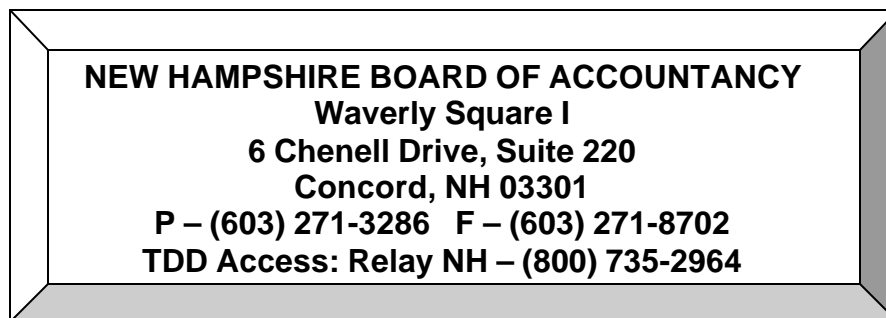
### **WARNING**

If you have received any information from the internet please be aware that some of the information on the AICPA Website is incorrect with respect to the State of New Hampshire.

Specifically, New Hampshire is a one tier state. We do not issue a certificate after passing the exam. You must meet the current experience requirements prior to becoming licensed in New Hampshire.

If you should have any questions, please contact this office.

**WEB SITE: [WWW.STATE.NH.US/ACCOUNTANCY](http://WWW.STATE.NH.US/ACCOUNTANCY)**



**Re-Application to sit for the \_\_\_\_\_ CPA Examination**  
(Write in November or May, and year)

(You must fill out an application each time you sit for an exam)

To the New Hampshire Board of Accountancy:

I hereby submit this application to be examined by the New Hampshire State Board of Accountancy under the rules adopted by the Board of Accountancy and in conformity with revised statutes annotated, chapter 309-B.

The following information supports my qualifications to take the examination under RSA 309-B: and Board rules.

1. Full Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle
2. Maiden Name \_\_\_\_\_ Date and Place of Birth \_\_\_\_\_
3. Mailing Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
STREET APT.  
CITY STATE ZIP E-Mail \_\_\_\_\_
4. Current Employer \_\_\_\_\_ Phone No. \_\_\_\_\_
5. Have you taken the CPA exam in any other state since last taking it in NH? \_\_\_\_ Yes \_\_\_\_ No.  
If yes, you need to contact this agency for an "[Authorization for Interstate Exchange](#)." If you answer yes, this application will not be considered complete until the authorization has been received by this agency.
6. Have you ever been barred from sitting for the CPA exam in any state? \_\_\_\_ Yes \_\_\_\_ No. If yes, please explain on a separate sheet of paper the circumstances under which you were barred.

**NEW HAMPSHIRE BOARD OF ACCOUNTANCY  
PAGE 2 OF 2**

**7. What parts of the exam are you applying to sit for? Remember, you must sit for all parts that you have not passed.**

**Auditing**

**Business Law**

**F.A.R.E.**

**A.R.E.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The Board must receive the following by the deadline:**

**A) Two passport photos.**

**B) The fee of \_\_\_\_\_, as required by the statutes and administrative rules, made out to the NH Board of Accountancy.**

**C) This form completed as requested.**

**8. Have you ever been convicted of a felony or misdemeanor or, declared by a court of competent jurisdiction to have committed any fraud?**

**Yes \_\_\_\_\_ or No \_\_\_\_\_. If yes, please attach a separate sheet, which contains a complete Description of the circumstances.**

**I attest that the information contained in this application is true and correct to the best of my knowledge and belief:**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**State of \_\_\_\_\_ }ss.**

**On this day of \_\_\_\_\_, 20\_\_\_\_, in the state and country aforesaid there appeared before me \_\_\_\_\_ who is well known to me, and who signed the above application, and, who being duly sworn, declared that the statements therein made were true and correct to the best of his knowledge and belief.**

\_\_\_\_\_  
**NOTARY PUBLIC/JUSTICE OF THE PEACE**

\_\_\_\_\_  
**My commission expires**